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# Meeting Minutes, 10 February 2020

Yemen, Sana'a



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<b>LOCATION</b>	Sana'a, Yemen – WFP offices
<b>DATE</b>	10 February 2020
<b>CHAIR</b>	Logistics Cluster
<b>PARTICIPANTS</b>	ACF, Abs Development Organization (ADO), ADRA, CONCERN-ORG, CYF (Creative Youth Form), Humanitarian Relief Team (HRT), IRY, ICRC, IMC, IOM, IRY, MERCY-CORPS, Mirrors Response Foundation Organization(MRFO), OCHA, OHCHR, PU-AMI, RI, SCMCHA, UNOPS, WFP, ZOA
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Partners to share their pipeline reports with the Logistics Cluster for better coordination</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Ad-Hoc Transport</li><li>2. Storage</li><li>3. AOB</li></ol>

## 1. Ad-Hoc Transport

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### Sea Transport

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- VOS Theia is available for accommodation and the VOS Apollo for transporting cargo from Djibouti to Hodeidah for partners.
- To request passenger bookings, the process should be the following:  
**for all NGO and INGO colleagues**, please submit your passenger booking requests as normal through [co\\_yem\\_passenger@wfp.org](mailto:co_yem_passenger@wfp.org)
- **For all UN colleagues**, please follow the below process:
  1. Passenger booking request to be sent to your respective Head of Agency.
  2. Head of Agency to confirm and send to UNDSS.
  3. UNDSS to collate and send to DO for final approval.
  4. After approval, UNDSS will communicate this to WFP.
- Partners were reminded to accurately fill out the service request form (SRF) and passenger request form in a timely manner for the Logistics Cluster to be able to support their request.
- Accommodation requests should be sent 72 hours in advance together with full supporting documentation.

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## Airlifts

- Airlifts are carried out on an ad-hoc basis and there is no tentative schedule to be shared with partners.
- Partners are requested to share their pipeline reports for airlifts to facilitate planning.

## 2. Storage

- Partners were reminded that cargo should be stored in the Logistics Cluster warehouses for a short period of time (1-3 months) and the Logistics Cluster urged partners to remove cargo that have been in custody for longer than the mentioned duration.
- The Road Transport & Temporary Storage SOPs will soon be changed to reflect the up-to-date procedures as outlined above and will be presented to partners for endorsement.
- The Logistics Cluster is currently mapping out warehouses that belong to partners and their capacity. Once completed, the mapping will be shared with partners.
- Mobile Storage Units (MSUs) are available to be loaned to partners after a loan agreement has been signed.
  - MSUs that are already erected should be shared by partners and used as common storage to accommodate their cargo as well.
  - MSUs erected in Yemen will be incorporated in the warehouse mapping.
  - Storage in Marib will also be incorporated in the warehouse mapping.

## 3. AOB

- Due to the internet outage in Yemen, UNHAS has informed partners that they can submit their Passenger Booking Request (PBR) by copying all necessary documents onto a USB, naming the folder the same as the subject of their email, and handing it to a focal point in UNHAS.
- As per partners' request, if any changes are made to the PBR, accompanying guidelines will be shared to ensure that partners are informed on how to fill them out accurately.
- OCHA's Humanitarian Access Snapshot for Yemen (October - November 2019) is available [here](#).

*The time and date of the next Logistics Cluster Coordination Meeting is to be confirmed*

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## Contacts

Cargo Transport Requests

[yemen.clustercargo@wfp.org](mailto:yemen.clustercargo@wfp.org)

Passenger Transport Requests

[co.yem.passenger@wfp.org](mailto:co.yem.passenger@wfp.org)

Mamadou Thiam

*Logistics Cluster Deputy Coordinator*

[mamadou.thiam@wfp.org](mailto:mamadou.thiam@wfp.org)

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